

AASIS NON-PAYROLL WARRANT CANCELLATION PROCEDURE

Effective August 5, 2002, Office of Accounting will perform **all** non-payroll warrant cancellations (**Voids**). The old stop payment process will no longer be followed.

Warrants will only be voided by the Office of Accounting when the physical warrant is in the possession of the Office of Accounting or when the Affidavit of Forgery has been received from the Agency by the Office of Accounting along with other required documentation as enumerated below:

If the warrant is not in the agency's possession to send to the Office of Accounting, the agency should wait fourteen calendar days which will allow a reasonable amount of time for the vendor to receive the warrant. The agency must next call the Treasurer's office to verify the warrant has not been cashed. If the warrant has not been cashed, the vendor must fill out an Affidavit of Forgery. A copy of the Affidavit of Forgery must be sent to the Treasurer's office before the warrant record can be voided by the Office of Accounting. If the warrant does get redeemed, the Treasurer of State can take this Affidavit of Forgery to the bank and receive a refund of the funds.

If you notice that a direct deposit "warrant" was made in error, you will have to contact that vendor to get a refund. Once you get the refund, a refund to expenditure must be completed to record the receipt of funds for both the previous fiscal year and the current fiscal year warrants. Appropriation will be restored for the current fiscal year warrants only. If the direct deposit error is noticed prior to the close of business on the day it was issued from AASIS, you can contact Office of Accounting by 3PM of that day to request a reversal be processed by the Bank of America prior to payment. Once the direct deposit has entered the banking system, there is no guarantee that the money can be retrieved from the payee's bank account.

For old year warrants, neither current fiscal year nor previous fiscal year budget can legally be restored by the cancellation of a previous fiscal year's warrant. A journal entry to reverse the budgetary impact of the Old Year Warrant Cancellation (Void) will be necessary. Fill out the attached form, Old Year Warrant Cancellation Form for AASIS 2002 Warrants and send to Office of Accounting for entry and posting.

The following form must be completed and sent to Office of Accounting along with the warrant, Old Year Warrant Cancellation Form, and a copy of the Affidavit of Forgery. The warrant must have CANCELLED BY AGENCY NO. ____ written/stamped across the face of the warrant. The warrant will not be voided on AASIS unless all forms are present.

Transaction FCH8 will no longer be available to agencies since the Office of Accounting will be performing all warrant cancellations. A new transaction, ZFCH8, is available for agencies to use to cancel cash fund checks.

NOTE: Should the vendor cash the original warrant for which the Affidavit of Forgery papers have been signed, criminal charges may be filed against the vendor by the individual or business entity that cashed the warrant or accepted it for deposit.

WARRANT CANCELLATION FORM

Warrant # _____

Agency Number _____ Agency Name _____

Reason for warrant cancellation: _____

Is the warrant to be reissued? ____ Yes ____ No

If no, what are the corresponding document numbers? If it is a MIRO document, provide both document numbers.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Is this a multi-payee invoice document? ____ Yes ____ No

If yes, provide the following information from the invoice document:

_____ Fund

_____ Fund Center (Appropriation)

_____ Vendor Number

_____ G/L Code

_____ Amount

_____ Cost Center

_____ Tax Code

_____ WBS Element

_____ Internal Order

_____ Business Area

Completed by: _____ Phone Number _____

Instructions for Warrant Cancellation Form

1. Warrant Number – Enter the full warrant number from the bottom right hand corner of the warrant
2. Agency # - Enter the agency number
3. Agency Name – Enter the agency name
4. Reason for warrant cancellation – Enter the reason for voiding the warrant. You must have a reason.
5. Is the warrant to be reissued – Do you want to reissue the warrant? If so, mark yes. If the warrant should not be reissued, then you must mark no.
6. Corresponding document numbers – Enter **all** document numbers that relate to the warrant, if the warrant is not to be reissued. MIRO documents have two document numbers. One is the document number when the invoice is posted from MIRO. The other is the accounting document, which starts with 51XXXXXX.
7. Is the warrant from a multi-payee invoice – If yes, then mark yes. If no, mark no.
8. Fund – Enter the fund code from the invoice
9. Fund Center – Enter the fund center from the invoice
10. Vendor number – Enter the vendor number from the invoice
11. G/L code – Enter the G/L expense code (5XXXXXXXXXX) from the invoice
12. Amount – Enter the amount from the invoice
13. Cost Center – Enter the cost center from the invoice
14. Tax Code – Enter the tax code from the invoice
15. WBS Element – Enter the WBS Element, if necessary.
16. Internal Order – Enter the internal order, if necessary
17. Business Area – Enter the business area
18. Completed By – Enter the name of the person filling out the form
19. Phone Number – Enter the phone number of the person completing the form